

Program Letter

United States Railroad Retirement Board Office of Programs



Quality Reporting Service Center

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Date: December 12, 2005

TO: Labor Certification Contact Officials

SUBJECT: Reporting Instructions to Labor Employers – Version 09/2005

Please share this information with the appropriate members of your staff who file service and compensation reporting forms for employees of your organization.

We are re-issuing the Reporting Instructions to Labor Employers manual, revised September 2005, to all Labor organizations. This latest version has been updated to include recent changes to forms and processes related to service and compensation reports. The instructions are also available on the RRB website at the following address: <http://www.rrb.gov/lmoinstr.html>.

We have added more explanations and descriptions of the reporting forms in Part V; realigned other Parts to group like topics together; and added more exhibits. This will enable the reader to more easily find the required information.

This realignment has also enabled us to reduce the number of Parts back to the original eight.

Note particularly the following changes and additions:

New Chapters:

- Part IV, Chapter 9, Guarantee Payments

Addition to Appendices:

- Understanding Edit Checks of Tier I and Tier II Compensation
- Service and Compensation Referrals

If you have any questions or concerns, please contact a Compensation Reporting Specialist by e-mail at QRSC@RRB.GOV or by telephone at (312)751-4992.